

***College of The Albemarle***  
**1993-95 Catalog Addendum**

*An Open Door  
to a Better Future!*

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# **COLLEGE OF THE ALBEMARLE**

## **SUPPLEMENT**

### **FOR**

## **1993-95 CATALOG**

**Pages cited in this publication refer to the College of The Albemarle  
1993-95 Catalog, Vol. 21, June 1993.**

**July 1994**

## 1993-95 CATALOG

### Page 3, Revise Purpose of the College:

The purpose of College of The Albemarle is to provide accessible education and training for better jobs and better lives in northeastern North Carolina.

#### *Mission Statement*

In keeping with the mission of the North Carolina Community College System, College of The Albemarle opens the door to improved lives and well being by providing

- education and training for the adult work force, including literacy education, occupational, and pre-baccalaureate programs;
- support for economic development through services to business and industry;
- services to communities and individuals which improve the quality of life; and
- an environment which promotes job satisfaction and career development for faculty and staff.

#### *Educational Agenda*

College of The Albemarle has identified the following goals on which to focus for the next biennium:

- to enhance the quality and accessibility of instruction;
- to emphasize job training and retraining;
- to incorporate new technology;
- to enhance literacy education;
- to augment instructional program offerings, particularly in allied health and paraprofessions;
- to enhance programs and services at Dare County Campus and Chowan County Center; and
- to strengthen cooperative relationships with schools, colleges, and businesses.

#### *Statement of Our Values*

We respect the students, clients, and fellow employees whom we serve. We believe in the dignity and potential of every person. We appraise others by the depth of their character, appreciating their cultural heritages and their diverse opinions.

**We respect our relationships with one another.** We work with one another on the basis of trust, giving trust to others and seeking to earn their trust by speaking and acting with integrity, dependability, and sincerity. We value interdependent teamwork which operates through the exercise of mutual respect and the sharing of ideas and decisions.

**We respect the educational process which we provide.** We value excellence in instruction. Through the practice of our values and attitudes, we seek to foster the education of the whole person.

**We respect the community which we serve.** We value participation in and service to the community as one of the responsibilities of citizenship. We value the resources provided to us by our community and seek to employ them efficiently and effectively.

Remainder of the text remains the same.

#### **Page 4, Revise Equal Opportunity Institution:**

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy to comply with the provisions of the Civil Rights Act of 1964 and other acts banning discrimination because of race, national origin, color, religion, sex, disability, age, or political affiliation with regard to its students, employees, or applicants for admission or employment.

#### **Pages 8-10, Revise:**

##### **ACADEMIC CALENDAR 1994-95**

##### **FALL QUARTER 1994**

August 9-12	Tuesday-Friday. Registration.
September 1	Thursday. Freshman and transfer student orientation.
September 6	Faculty In-Service Day.
September 7	Wednesday. First day of classes.
September 13	Tuesday. Last day to register or add classes.
September 20	Tuesday. End of refund period.
October 11	Tuesday. Last day to withdraw without penalty.
November 8-11	Tuesday-Friday. Registration for winter quarter.
November 15	Tuesday. Last day of classes.
November 16-22	Wednesday-Tuesday. Exam week.
November 22	Tuesday. Fall quarter ends.

### WINTER QUARTER 1994-95

November 8-11	Tuesday-Friday. Registration.
November 30	Wednesday. Freshman & transfer student orientation.
November 30	Faculty In-Service Day.
December 1	Thursday. First day of classes.
December 7	Wednesday. Last day to register or add classes.
December 14	Wednesday. End of refund period.
December 22-Jan. 1	Christmas holidays. No classes.
January 2	Monday. Classes resume.
January 13	Friday. Last day to withdraw without penalty.
January 16	Monday. Holiday (Martin Luther King, Jr. Day).
February 14-17	Tuesday-Friday. Registration for spring quarter.
February 20	Monday. Last day of classes.
February 21-27	Tuesday-Monday. Exam week.
February 27	Monday. Winter quarter ends.
February 27	Faculty In-Service Day.

### SPRING QUARTER 1995

February 14-17	Tuesday-Friday. Registration.
March 3	Friday. Freshman and transfer student orientation.
March 6	Monday. First day of classes.
March 10	Friday. Last day to register or add classes.
March 17	Friday. End of refund period.
April 7	Friday. Last day to withdraw without penalty.
April 17-23	Easter holidays. No classes. (dates change)
April 24	Monday. Classes resume. (date change)
May 18-19	Thursday-Friday. Registration for all summer classes.
May 19	Friday. Last day of classes.
May 22-26	Monday-Friday. Exam week.
May 26	Friday. Spring quarter ends.
May 31	Wednesday. Commencement.

### SUMMER QUARTER 1995

May 18-19	Registration.
June 1	Thursday. Freshman and transfer student orientation. (date change)
June 5	Monday. First day of classes.
June 8	Thursday. Last day to register or add classes. (date change)
June 15	Thursday. End of refund period. (date change)
July 3-4	Monday-Tuesday. Holidays (Independence).

July 11	Tuesday. Last day to withdraw without penalty.	
August 8-10,14	Tuesday-Friday. Registration for fall quarter.	(dates change)
August 15	Tuesday. Last day of classes.	
August 16-22	Wednesday-Tuesday. Exam week.	
August 22	Tuesday. Summer quarter ends.	
August 24	Thursday. Commencement.	

### **MINI-QUARTERS: SUMMER 1995**

#### **FIRST MINI-QUARTER**

May 18-19	Thursday-Friday. Registration.	
June 5	Monday. First day of classes.	
June 6	Tuesday. Last day to register or add classes.	
June 13	Tuesday. End of refund period.	
June 14	Wednesday. Last day to withdraw without penalty.	
June 26	Monday. Last day of classes.	
June 27	Tuesday. Exams.	

#### **SECOND MINI-QUARTER**

May 18-19	Thursday-Friday. Registration.	
June 28	Wednesday. First day of classes.	
June 29	Thursday. Last day to register or add classes.	
July 3-4	Monday-Tuesday. Holidays (Independence).	
July 10	Monday. End of refund period.	
July 11	Tuesday. Last day to withdraw without penalty.	
July 24	Monday. Last day of classes.	(date change)
July 25	Tuesday. Exams.	(date change)

#### **THIRD MINI-QUARTER**

May 18-19	Thursday-Friday. Registration.	
July 26	Wednesday. First day of classes.	(date change)
July 27	Thursday. Last day to register or add classes.	(date change)
August 3	Thursday. End of refund period.	(date change)
August 7	Monday. Last day to withdraw without penalty.	(date change)
August 16	Wednesday. Last day of classes.	(date change)
August 17	Thursday. Exams.	(date change)
August 24	Wednesday. Commencement.	

## **FIVE-WEEK SESSIONS: SUMMER 1995**

### **FIRST SESSION**

May 18-19	Thursday-Friday. Registration.
June 5	Monday. Classes begin.
June 7	Wednesday. Last day to register or add classes.
June 14	Wednesday. End of refund period.
June 21	Wednesday. Last day to withdraw without penalty.
July 3-4	Monday-Tuesday. Holidays (Independence).
July 12	Wednesday. Last day of classes.
July 13	Thursday. Exams.

### **SECOND SESSION**

May 18-19	Thursday-Friday. Registration.
July 17	Monday. Classes begin. (date change)
July 19	Wednesday. Last day to register or add classes. (date change)
July 25	Tuesday. End of refund period.
August 1	Tuesday. Last day to withdraw without penalty.
August 21	Monday. Last day of classes.
August 22	Tuesday. Exams.
August 24	Thursday. Commencement.

### **Page 13**

**Revise the second and third paragraphs in Admission Requirements for Nursing Assistant Program Applicants (New or Transfer):**

All applicants who meet minimum placement test requirements and have completed files will be sent written notification from the Admissions Office of the date class will begin and of the date and time for registration.

Qualified applicants will be accepted/registered into the Nursing Assistant Program on a first come-first served basis until the enrollment limit is reached for a particular class. The remaining applicants will be placed on a waiting list for first consideration for the subsequent quarter, or when the next Nursing Assistant course is offered during the same year. Applicants who did not meet minimum placement test score requirements and desire to be enrolled into the program in subsequent quarters will need to complete developmental education course work to be eligible to enroll in the Nursing Assistant program. All applicants remaining on the list following spring quarter will be considered on a first come-first served basis for admission to the program during the subsequent academic year.



## **Pages 13-14**

### **Revise the second and third paragraphs in Admission Requirements for Cosmetology Program Applicants (New or Transfer):**

The above requirements for admission must be completed by July 1 to be considered for admission into the program during the subsequent academic year. Cosmetology applicants may be admitted only during the fall and spring quarters of an academic year. Cosmetology applicants with completed admissions files on July 1 and who meet the minimum placement test score requirements will be sent written notification from the Admissions Office of the time, date, and location of their Cosmetology interview/orientation.

Applicants completing the group/orientation will be accepted/ registered into the program on a first come-first served basis until the enrollment limit is reached for the fall quarter. Remaining applicants who attended the orientation but who do not register for the fall quarter will be kept on the waiting list for first consideration for the spring quarter. All applicants remaining on the waiting list after spring quarter will be considered on a first come-first served basis for admissions to the program during the subsequent academic year. Applicants who did not meet minimum placement test score requirements will need to complete the necessary developmental education course work to be considered for the subsequent academic year.

## **Page 15, Add before High School Students:**

### **FRESH START POLICY (Academic Forgiveness) (pending COA Board of Trustees' approval)**

Any former College of The Albemarle student who has experienced a lapse of enrollment at College of The Albemarle for a period of three consecutive academic years may petition **only once** to the Dean of Instruction to have all course work, or any below-average grades and hours attempted, disregarded in calculating the student's grade point average. Upon re-enrolling following the lapse, the student must first complete 18 quarter hours of credit course work with a minimum 2.0 GPA before requesting grade forgiveness. If the request is approved, the record of the earlier course work affected remains on the student's transcript but is not calculated in the cumulative GPA. Honors, if applicable, will be awarded based upon the new, Fresh Start GPA.

**Page 15-16, Revise:**

**International Student Admission Policy and Procedure**

2. Each international student whose first language is not English must submit an official score report for the Test of English as a Foreign Language (TOEFL) or provide documented evidence of English Language proficiency to the Admissions Office. The College of The Albemarle requires a TOEFL score of 500 or documented evidence of English language proficiency, i.e., course transcript.

**NOTE:** International students who do not have the required TOEFL score are recommended to enroll in an intensive English program at one of the ELS Language Centers located throughout the United States and the world. The closest center to COA is located in Washington, D.C. ELS can be contacted by writing ELS Language Centers, 5761 Buckingham Parkway, Culver City, CA 90230 or by calling 310-410-4688 or by fax 310-410-4688. Students who plan to attend one of the ELS Language Centers will be given a conditional letter of acceptance. ELS English Proficiency Evaluation score of 108 satisfies the English language requirement.

**Add in No. 5 after TOEFL test scores:**

or demonstrated English proficiency

**Page 18, Add above Physical Education Activity Course Fees:**

Special programs which are sponsored by state agencies, meet less than a quarter or are taught at facilities other than a College of The Albemarle campus or center may be exempt from activity fees (i.e., Basic Law Enforcement Training, Nursing Assistant).

**Page 19, Replace REFUNDS AND TUITION CREDITS:**

**TUITION REFUND POLICY**

1. A refund shall not be made except under the following circumstances:
  - a. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic

quarter as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails "to make" due to insufficient enrollment.

- b. A 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the quarter.
  - c. For classes beginning at times other than the first week (seven calendar days ) of the quarter a 100 percent refund shall be made if the student officially withdraws from the class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 20 percent point of the class.
  - d. For contact hour classes, apply as Part (1)(c.) of this policy except use 10 calendar days from the first day of the class(es) as the determination date.
2. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.
  3. Where a student, having paid the required tuition for a quarter, dies during that quarter (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that quarter may be refunded to the estate of the deceased.
  4. For a classes(es) which the college collects receipts which are not required to be deposited into the State Treasury account, the college shall adopt appropriate local refund policies.

Petitions for refunds must be made in writing to the Dean of Student Development within 10 calendar days of the official date of withdrawal. Forms for this purpose are available in the Student Development Office. Reasons for withdrawal will be considered unavoidable when circumstances beyond the students's control affect the student's life and livelihood to such an extend that continued enrollment is impossible. Matters of personal convenience or preference are not considered unavoidable reasons.

**Page 19, Add sentence to end of Transcript of Records:**

College of The Albemarle does not fax nor accept faxed transcripts.

**Page 23**

**Measurable Time Progress Requirements - Add sentence:**

Full-time and part-time students who are required by the college to enroll in remedial/developmental/guided studies courses and who achieve a passing grade will be considered to be meeting requirements for satisfactory progress.

**Removal and Reinstatement - Replace 2.0 GPA with 2.5 GPA.**

**Pages 28-29**

**Student Rights, Responsibilities, and Regulations**

*Courtesy/Social Behavior*

**Add:** (pending COA Board of Trustees' approval)

10. College of The Albemarle prohibits sexual harassment of staff, faculty, and students. "Sexual harassment" is defined as unwelcome or offensive sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. It includes but is not limited to uninvited touching or physical contact, verbal or written comments of a sexual nature, display of obscene objects, pictures, posters, or other graphic materials of a sexually explicit or suggestive nature, and obscene gestures or sounds. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or to acts which are usually found acceptable by all elements of society.

In addition to constituting a violation of the policy of College of The Albemarle, sexual harassment is unlawful and a violation of Title VII of the Civil Rights Act of 1964 where submission to such conduct is made (explicitly or implicitly) a condition of an individual's employment or education; or, submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

### *Safety/Legal Concepts and Respect for Normal Operation*

**Renumber:** 10 through 15 with 11 through 16 (pending COA Board of Trustees' approval)

### **Pages 29-30**

**Revise the third paragraph in Substance Abuse Policy:** (pending COA Board of Trustees' approval)

Under no condition will intoxicating liquor (defined as any beverage containing as much as one-half of one percent of alcohol), narcotics, illicit drugs, hallucinogens, barbiturates, or amphetamines be permitted in or on college property. Off-campus college-sponsored events are subject to the requirements of state and federal laws (Chapter 18B of General Statutes of North Carolina, 21 CFR Part 1308 and other Federal Regulations). Students representing the college at off-campus events are required to know and follow the student rights and responsibilities printed in the current catalog. No student organization or club shall purchase, give away, or sell any aforementioned intoxicating beverage or substance. Anyone known to be under the influence of same is prohibited from the college property. In addition, the introduction, possession, sale, exchange, and/or use thereof is considered grounds for dismissal and possible legal action. Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

### **Page 38**

**Revise Course Repetition Policy:** (pending COA Board of Trustees' approval)

A student may enroll in a course no more than three times for credit, audit, or credit by examination. Credit by examination may be attempted only once. A student may repeat a course to attempt to improve a grade or replace a withdrawal. All grades, including the record of an audit, will appear on the student's official transcript. Only the higher grade

will be used for computing total credit hours attempted, total quality points earned, and quality point averages (GPAs).

### **Revise Class Attendance Policy:**

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated for through out-of-class make-up work. Therefore, students who miss more than 10 percent of the classes in a course may be disenrolled from that course. Some programs may follow a more rigid attendance policy due to regulations set by state and federal licensing agencies.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, etc.). Exceptions to this may be cleared with the appropriate administrative officer or department chairperson. Children of enrolled students and college employees may not attend classes/labs, nor should they be left to play in hallways, the Student Center, and other similar areas.

### **Add Visitors Policy: (pending COA Board of Trustees' approval)**

#### **Visitors Policy**

Visitors are welcome at the college. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Loitering is prohibited.

### **Page 40, Revise humanities definition:**

Music, art, ceramics, design (creative and aesthetic), drama, humanities, literature, and foreign language

**Pages 41-42, Add to list of technical programs:**

Criminal Justice-Protective Service Technology	(T-129)
Paralegal Technology	(T-120)

**Page 42**

**Administrative Office Technology (T-030)**

First Year, Third Quarter - **Replace** BUS 108 [5(5-0)] with CAS 137 [4(3-3)] and **Replace** 19 with 18

Summer Quarter - **Delete** \*\*

Second Year, First Quarter - **Replace** +Elective 3 0-3 3-4 with 3 0 3 and **Replace** 17-18 with 17

Second Year, Second Quarter - **Add** BUS 116; **Add** \*\* to BUS 209; **Delete** or SPH 201; **Replace** 16 with 19

Total Credit Hours Required for Graduation - **Replace** 118 or 119 with 120

**Delete** (Depends on Nat. Sci. or Math elective)

**Revise** \*\* as follows: \*\*Six hours of Cooperative Education may be substituted for BUS 109 and BUS 209.

**Replace** +MAT 121 with +MAT 101

**Add** to ++ as follows: --courses with a three letter and three digit prefix except for ACC, BUS, CAS, or OSC.

**Pages 42-43**

**Associate Degree Nursing (Registered Nursing) (T-059)**

**Revise the first two paragraphs as follows:**

The Associate Degree Nursing curriculum is designed to prepare the graduate to assess, analyze, plan, implement and evaluate nursing care. The graduate is eligible to take the NCLEX-RN which is required for practice as a Registered Nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.



The Registered Nurse may be employed in a wide variety of health care settings such as hospitals, long term care facilities, clinics, physician's offices, industry and community health agencies.

**Revise course titles:** NUR 210 Test-Taking Strategies for Nursing Students  
NUR 211 Role Transition: Student to Graduate

#### **Page 44**

##### **Banking and Finance (T-112)**

Second Year, Third Quarter - **Replace** BUS 235 3 0 3 with 2 2 3

**Add to \*\*\* as follows:** --courses with a three letter and three digit prefix except for AIB, ACC, BUS, or RLS.

#### **Page 45**

##### **Business Administration (T-018)**

Second Year, Third Quarter - **Replace** BUS 235 3 0 3 with 2 2 3

**Add to \*\* as follows:** --courses with a three letter and three digit prefix except for ACC, BUS, CSC, MKT, or OSC.

#### **Page 46**

##### **Business Computer Programming (T-022)**

**Add to \*\*\* as follows:** --courses with a three letter and three digit prefix except for ACC, BUS, CAS, CSC, or OSC.

#### **Page 47**

##### **Computer Engineering Technology (T-040)**

Second Year, Third Quarter - **Replace** PHY 203 with ECO 201,  
**Replace** 17 with 16



**Replace 123 or 126 with 123 or 125**

**Add to \*\* as follows: --courses with a three letter and three digit prefix except for CAS, DFT, or ELN**

**Add:**

**Criminal Justice-Protective Service Technology (T-129)**

**Associate in Applied Science Degree**

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement, and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills, and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services, and security services. It includes subjects such as interpersonal communications, law, psychology, and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services, and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems, and surveillance.

Job opportunities are available with federal, state, county, and municipal governments. In addition, knowledge, skills, and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail, and private security.

Students placing in developmental reading must have successfully completed the reading course prior to enrolling in any CJC course.

# First Year

## First Quarter

		Class	Lab	Cr.
OSC 101	Elem. Keyboarding/Typewriting	3	2	4
CSC 101	Introduction to Computers	3	2	4
CJC 101	Intro. to Criminal Justice	5	0	5
ENG 101	English Composition I	3	0	3
	Elective (Humanities)	3	0	<u>3</u>
				19

## Second Quarter

CJC 102	Introduction to Criminology	3	0	3
ENG 102	English Composition II	3	0	3
OSC 204	Electronic Word Processing I	3	0	3
CJC 110	Juvenile Delinquency	3	0	3
MAT 101	Basic Algebra I	3	0	3
SOC 201	Introduction to Sociology I	3	0	<u>3</u>
				18

## Third Quarter

MAT 103	Basic Geometry	3	0	3
CJC 115	Criminal L. and Procedure	5	0	5
CJC 125	Judicial Process	3	0	3
CJC 104	Victimology	3	0	3
CJC 117	Community Based Correction	3	0	3
	*Elective (General)	3	0	<u>3</u>
				20

## Summer Quarter

CJC 105	Criminalistics I	4	2	5
CJC 213	Substance Abuse	3	0	3
**BIO 201	Anatomy and Physiology I	3	3	<u>4</u>
				12

# Second Year

## First Quarter

CJC 205	Criminalistics II	4	2	5
PSY 201	General Psychology I	3	0	3
CJC 206	Ethics and Community Relations	3	0	3
CJC 210	Criminal Investigation	3	0	3
CJC 212	Confinement Facility Admin.	3	0	<u>3</u>
				17

## Second Quarter

ENG 213	Technical Report Writing I	2	0	2
CJC 226	Organizational Theory & Mgmt	3	0	3
CJC 257	Constitutional Law	3	0	3
CJC 258	Introduction to Private Protection Services	5	0	5
***PSY 202	General Psychology II	3	0	<u>3</u>
				16

## Third Quarter

ENG 214	Technical Report Writing II	2	0	2
SPH 201	Public Speaking	3	0	3
BUS 272	Principles of Supervision	3	0	3
CJC 220	Law Enforcement Administration and Operation	5	0	5
CJC 215	Correctional Law	3	0	<u>3</u>
				16

Total Credits Required for Graduation 118

\*General Elective hours must be outside the major area of specialization--courses with a three letter and digit prefix except for CJC.

\*\*BIO 101 or CHM 101 may be substituted for BIO 201.

\*\*\*PSY 231 may be substituted for PSY 202.

Personnel who have successfully completed the Basic Law Enforcement Training program may receive credit for the following courses: CJC 101, CJC 210, CJC 220, CJC 257, and the free elective.

Page 48

## Drafting and Design Engineering Technology (T-043)

Add to \*\* as follows: --courses with a three letter and three digit prefix except for DDF or DFT.

**Add:**

A diploma program in Drafting and Design Engineering Technology is offered to students enrolled in the United States Coast Guard Apprenticeship program. A diploma is awarded to students after successful completion of 64 quarter hours--the fall, winter, spring, and summer classes of the first year of study.

**Electronics Engineering Technology (T-045)**

Add to \*\* as follows: --courses with a three letter and three digit prefix except for CSC, DFT, or ELN.

**Add:**

A diploma program in Electronics Engineering Technology is offered to students enrolled in the United States Coast Guard Apprenticeship program. A diploma is awarded to students after successful completion of 64 quarter hours--the fall, winter, spring, and summer classes of the first year of study.

**Page 49**

**General Office (T-033)**

**Replace** ++MAT 121 with ++MAT101

**Add** to +++ as follows:

--courses with a three letter and three digit prefix except for BUS, MKT, or OSC.

**Hotel and Restaurant Management (T-025)**

First Year, First Quarter - **Replace** BUS 104 with \*BUS 109 and PSY 201; **Replace** 18 with 19

First Year, Second Quarter - **Replace** ACC 203 with BUS 104 and **Replace** 18 with 19

First Year, Third Quarter - **Replace** ACC 204, ACC 210, SAF 223, SOC 201, and HRM 107 with BUS 209, SPH 201, Elective (Humanities), \*\*\*Elective (Natural Science or Math) and Replace 19 with 15

Second Year, First Quarter - **Replace** PSY 201 and \*BUS 109 with ACC 203 and SOC 201 and **Replace** 18 with 19

Second Year, Second Quarter - **Replace** BUS 235 and BUS 209 with ACC 204 and SAF 223 and **Replace** 16 with 17

Second year, Third Quarter - **Replace** SPH 201, \*\*\*Elective (Nat. Science or Math), and Elective (Humanities) with ACC 210 and HRM 107 and **Replace** 18-19 with 15

Total Credit Hours Required for Graduation - **Replace** 113 or 114 with 110

**Delete** (Depends on Nat. Sci. or Math elective)

**Revise as follows:**

\*Three hours of Cooperative Education may be substituted for BUS 109.

**Add to \*\* as follows:**

--courses with a three letter and three digit prefix except for ACC, HRM, or MKT.

**Replace** \*\*\*MAT 121 with \*\*\*MAT 101

## **Page 50**

### **Medical Office Technology T-032**

**Replace** \*\*\*MAT 121 \*\*\*MAT 101

**Add to + as follows:** --courses with a three letter and three digit prefix except from BUS, CSC, or OSC.

## **Page 51**

### **Microcomputer Systems Technology (T-192)**

First Year, Third Quarter

**Correct** course number ACC 205 with ACC 210

**Add to \*\*\* as follows:** --courses with a three letter and three digit prefix except from ACC, BUS, CAS, CSC, or OSC.

## PARALEGAL TECHNOLOGY (T-120)

Associate in Applied Science Degree

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer, supervise secretaries in their work for the lawyer, and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting and psychology, as well as specialized legal courses such as legal definitions, court systems, laws, and techniques of investigation.

Graduates of the Paralegal Technology curriculum should be able to assist a lawyer or group of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter into courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research, and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

This program is beginning as a three-year evening program only.

Students placing in developmental reading must have successfully completed the reading course prior to enrolling in any LEX course.

### First Year

First Quarter	Class	Lab	Cr.
LEX 101 Intro. to Paralegal Studies	3	0	3
OSC 101 Elem. Keyboarding/Typewriting	3	2	4
ENG 101 English Composition I	3	0	<u>3</u>
			10

## Second Quarter

LEX 103	Legal Research and Writing I	3	3	4
OSC 204	Electronic Word Processing I	3	0	3
ENG 102	English Composition II	3	0	<u>3</u>
				10

## Third Quarter

BUS 115	Business Law I	3	0	3
LEX 104	Legal Research & Writing II	3	3	4
OSC 206	Electronic Word Processing II	2	3	<u>3</u>
				10

## Summer Quarter

BUS 116	Business Law II	3	0	3
	**Elective (General)	3	0	<u>3</u>
				6

## Second Year

### First Quarter

LEX 111	Criminal Law and Procedure	3	0	3
LEX 201	Evidence and Investigation	3	2	4
SPH 201	Public Speaking	3	0	3
	Elective (Social Science)	3	0	<u>3</u>
				13

### Second Quarter

LEX 106	Family Law	3	0	3
LEX 109	Administrative Law	3	0	3
LEX 121	Civil Litigation I	2	2	3
CSC 101	Introduction to Computers	3	2	<u>4</u>
				13

### Third Quarter

ACC 229	Taxes	3	2	4
LEX 122	Civil Litigation II	2	2	3
LEX 230	Law Office Management	2	2	<u>3</u>
				10

### Summer Quarter

LEX 107	Civil Injuries	3	0	3
LEX 117	Business Organizations	2	2	<u>3</u>
				6

### Third Year

#### First Quarter

ACC 203	Principles of Accounting I	3	3	4
LEX 210	Real Property I	3	0	3
POL 211	United States Government I	3	0	3
	Elective (Humanities)	3	0	<u>3</u>
				13

#### Second Quarter

ACC 204	Principles of Accounting II	3	3	4
LEX 211	Real Property II	3	4	5
*MAT 101	Basic Algebra I	3	0	<u>3</u>
				12

#### Third Quarter

LEX 212	Real Property III	2	2	3
LEX 216	Bankruptcy and Collections	3	0	3
LEX 235	Paralegal Seminar	2	0	2
*MAT 102	Basic Algebra II	3	0	<u>3</u>
				11

#### Summer Quarter

LEX 215	Wills and Trusts	2	2	3
LEX 240	Legal Ethics and Professionalism	3	0	<u>3</u>
				6

Total Credits Required for Graduation  
(Depends on math sequence)

119 or 120

\*MAT 104 or MAT 121 and MAT 122 may be substituted for MAT 101 and MAT 102.

\*\*General Elective hours must be outside the major area of specialization--courses with a three letter and digit prefix except from LEX and BUS.

**NOTE:** Telecourse BUSX120 Economics USA will not substitute for BUS 115 and BUS 116.



**Page 54, Edit:**

Fourth Quarter - MEC 1120 Duct Construction and  
Maintenance 3 0 6 5

**Page 56, Revise Practical Nursing:** (pending Department of  
Community colleges and State Board of Nursing approvals)

The Practical Nursing curriculum is designed to prepare the graduate to participate in assessing, planning, implementing, and evaluating nursing care. The graduate is eligible to take the NCLEX-PN which is required for practice as a Licensed Practical Nurse. Licensed Practical Nurses function under the supervision of the registered nurse or physician.

Licensed Practical nurses may be employed in hospitals, long term care facilities, clinics, doctors' offices, industry, and community health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

Also, see Hepatitis B vaccination requirements under INSURANCE in the FEES AND EXPENSES section.

Second Quarter - **Revise** NUR 1002 8 2 12 13

Third Quarter - **Revise** NUR 1003 7 2 12 12 and **Add** PSY 231  
Growth and Development 3 0 0 3

Fourth Quarter - **Revise** NUR 1004 4 2 15 10; **Revise**  
NUR 1005 4 0 0 4; **Delete** SAF 223; **Replace** 20 with 14

Total Credit Hours Required for Graduation - **Replace** 76 with 70

**Page 57, Add:**

**TELECOURSES**

COA offers several telecourses, courses whose lessons are delivered over television and can be watched at home. Students may watch them as they are broadcast or may tape them for later viewing. Telecourses

may be more difficult than traditional courses since the students have to work more independently than their counterparts in traditional courses. Successful telecourse students must be self-motivated.

Several times during the broadcast of the course, students may be required to come on campus for orientation, review sessions, and test-taking. Telecourses count the same number of credit hours as their on-campus equivalent courses and are college-transferable. The registration procedure for telecourses is the same as for traditional courses. Because courses offered in this method vary from quarter to quarter, the schedule of course offerings for the quarter should be consulted to determine which courses are actually being offered as telecourses.

**Page 58, Add to Reading list:**

RED 90 Basic reading 5\*(5-0)

**Page 59, Add after Class Schedules:**

**Course Repetition Policy**

Students who enroll in an occupational extension course more than twice within a five-year period shall pay a designated cost per contact hour of instruction. Students shall be primarily responsible for monitoring course repetitions; however, the college shall review records and charge students full cost for courses taken more than twice. Courses for certification, licensure, and recertification are exempt.

**Page 60, Add after Fees:**

**Registration Fee Refund Policy**

A registration fee refund shall not be made except under the following circumstances:

1. For classes scheduled to meet four times or less, a full 75 percent refund shall be made upon request of the student

- who officially withdraws from the class(es) prior to or on the first day of the class(es);
2. For classes scheduled to meet five or more time, a full 75 percent refund shall be made upon request of the student who officially withdraws from class(es) prior to, or on the official 20 percent point of the class(es). Requests for refunds will not be considered after the 20 percent point;
  3. For classes beginning at times other than at the beginning of the quarter, applicable provisions as noted in Subparagraphs (d) (1) and (2) of this rule apply. For contact hour classes, 10 calendar days from the first day of the class(es) is the determination date;
  4. At the time of official withdrawal under this policy, the College shall notify the student of the right to receive a refund;
  5. NO REFUNDS will be given on classes designated Community Service Education (Academic, Avocational, Practical Skills) due to their SELF-SUPPORTING STATUS.

**Page 69, Revise credit hours:**

ART 106	3(2-2)
ART 108	3(2-2)
ART 110	3(2-2)
ART 111	(F) (Var.) 3(2-2)
ART 112	3(2-2)
ART 113	3(2-2)

**Page 72, Revise credit hours:**

CER 107	3(2-2)
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**Page 74, Add:**

**CSC 215 Introduction to C Programming:** This is a study of the theory and practice of programming using C language. The C concepts and features,

program structure, syntax, programming and debugging environments are examined. (F) 4(3-3)

**CSC 216 Advanced C Programming:** This is an advanced study of the theory and practice of programming using C language. Advanced C data structure, linking, file I/O, program structure, programming, and debugging are examined. (W) 4(3-3)

**Page 75, Add:**

**CJC 101 Introduction to Criminal Justice:** The student will study the philosophy and history of criminal justice agencies, law enforcement, courts and corrections, including their legal limitations. The course will also introduce the student to the primary duties, responsibilities and jurisdiction of various federal, state and local agencies, with an evaluation of criminal justice as a career. (F) 5(5-0)

**CJC 102 Introduction to Criminology:** The basic objectives of this course are to acquaint the student with the study of deviant behavior as it is related to criminal activity, criminal statistics, theories of crime causation and society's reaction to the criminal element in today's society. Prerequisite: CJC 101. (W) 3(3-0)

**CJC 104 Victimology:** The principle goal of this course is to introduce the student to the study of victims of crime. Emphasis will be placed on the role of the victim, characteristics of crime victims, conflicts between victims and the criminal justice system, and available assistance to victims. Prerequisite: CJC 101. (S) 3(3-0)

**CJC 105 Criminalistics I:** This course is designed to provide students with an understanding of basic principles of criminal evidence and forensics with the use of today's techniques, using the fundamentals of photography, fingerprinting, and other basic forensic procedures used to analyze criminal activity. Prerequisite: CJC 102. (SS) 5(4-2)

**CJC 110 Juvenile Delinquency:** This course examines delinquency as an individual and a social problem. The student will also study the causes of juvenile delinquency, the involvement of law enforcement personnel, institutions

which manage delinquents, current court procedures and policies pertaining to the handling of juveniles, theories, and methods for its prevention. Special emphasis is placed on those agencies which provide services for juvenile delinquents and means of improving the relationship between the law enforcement officer and the juvenile offender. Prerequisite: CJC 101.

(W) 3(3-0)

**CJC 115 Criminal Law and Procedure:** This course is designed to give the student the historical development and philosophy of law. The student will also be exposed to the classification of crimes, case law, legal research, methodology, who can commit a crime and defenses that excuse criminal responsibility. The student will be instructed of the constitutional requirements and limitations for a lawful arrest, legal search and seizure. The elements of criminal offenses pertaining to felonies committed under North Carolina laws. Prerequisite: CJC 102.

(S) 5(5-0)

**CJC 117 Community Based Correction:** This course is designed to give the student an insight of the efforts to change offender behavior and to facilitate the development of offender-community linkages will also be discussed. Institutional classification and treatment strategies, pre-release and temporary-release programs, innovative uses of probation and parole services, community residential programs, and new dispositional models, sentencing to community service and restitution. Prerequisite: CJC 102.

(S) 3(3-0)

**CJC 125 Judicial Process:** This course is designed to provide the student with an overall review of court systems, arrest, preparation for admission of evidence, preliminary hearings, state and appellate process, and civil laws as they apply to and affect law enforcement. Prerequisite: CJC 101.

(S) 3(3-0)

**CJC 205 Criminalistics II:** The student will study the advanced procedures for collection and admission into a trial court for criminal evidence and forensic evidence. Constitutional and procedural considerations affecting arrest, search and seizure, post-conviction trail, constitutional basis of evidence, kinds and degrees of evidence, judicial decisions interpreting individual rights and focus upon case study. The proper methods of processing, collection, presentation, and identification of physical evidence from the crime scene. The major topic of study will be the Bill of Rights, the exclusionary rule, law enforcement participation in criminal conduct, interrogations, confessions, rights of convicted offenders, and a computation of our legal system. Prerequisite: CJC 105.

(F) 5(4-2)

**CJC 206 Ethics and Community Relations:** In this course the student will examine ethics relations as applicable to the criminal justice system. Issues that will be examined will be treatment of victims, witness, citizen involvement, social change, law psychological, planning, and community relations. Prerequisites: ENG 101, ENG 102, and CJC 101. (F) 3(3-0)

**CJC 210 Criminal Investigation:** This course is a study of the fundamentals of criminal investigation. The major focus will be on crime scene search, recording, and collection and preservation of evidence. The student will also receive instruction in interview techniques, case presentation which would be utilized in all felon criminal procedures. Prerequisite: CJC 115. (F) 3(3-0)

**CJC 212 Confinement Facility Administration:** The student will receive instruction on the structure, functions, and effectiveness of institutional corrections are considered. Programs at selected prisons are studied. Custodial, classification, reception, orientation, and release procedures are also reviewed. Prerequisite: CJC 101. (F) 3(3-0)

**CJC 213 Substance Abuse:** The student will be introduced to the problems of substance abuse which includes alcohol, drugs, and narcotics in our society. The history and development of substance abuse in the United States will also be discussed. The course is designed to expose the student to how substance abuse affects law enforcement officers, correctional officers, and all criminal justice personnel in today's society. Prerequisite: CJC 102. (SS) 3(3-0)

**CJC 215 Correctional Law:** The student will study the statutory and case law as they relate to both community based corrections and institutional corrections. The consideration of major legal issues pertaining to corrections, including sentencing, probation, restitution, prisons, parole, pardon, and restoration of rights will be examined. A special emphasis is given to the legal issues confronted by the criminal justice professional. Prerequisite: CJC 115. (S) 3(3-0)

**CJC 220 Law Enforcement Administration and Operation:** This course introduces the principles of administration and discusses the service functions of personnel management, law enforcement management, training, budgets, records, and communications. The emphasis will be on organization around task and function. The various concepts of administration and leadership style will also be discussed. Prerequisite: CJC 101. (S) 5(5-0)

**CJC 226 Organizational Theory and Management:** The course is based on "Organizational Theory and Behavior" and is designed to provide an understanding of organizational functions, structures, processes, and behavior, while "Management and Administration" covers such topics as planning, organizational communications, personnel selection and retention, supervision, and budgeting. Prerequisites: CJC 101 and ENG 102. (W) 3(3-0)

**CJC 257 Constitutional Law:** This course is designed to instruct the student of the constitutional requirements and limitations for a lawful arrest, legal search and seizure. The course also presents an examination of the amendments to the United States Constitution that apply directly to the criminal justice system. The course will continue to examine constitutional amendments and court decisions relating to the criminal justice system with a focus on criminal procedure and procedural law. Prerequisite: CJC 115. (W) 3(3-0)

**CJC 258 Introduction to Private Protection Services:** This course is designed to introduce the student to a survey of contemporary methods relating to commercial, residential, industrial, and private security systems. The course will also expose the student to the most up-to-date methods for effective loss prevention. Prerequisites: CJC 101 and ENG 102. (W) 5(5-0)

**Revise credit hours:**

DES 103      3(2-2)

**Page 77, Revise course titles:**

DRA 151   Drama Appreciation I  
DRA 152   Drama Appreciation II

**Page 80, Revise course hours:**

FRE 101      4(4-0)  
FRE 102      4(4-0)  
FRE 103      4(4-0)  
FRE 151      4(4-0)  
FRE 152      4(4-0)  
FRE 153      4(4-0)



**Page 90, Revise course title:**

**NUR 210 Test-Taking Strategies for Nursing Students**

**Revise:**

**NUR 211 Role Transition: Student to Graduate.** This course is focused on utilizing Roy's Adaptation Model to assess and evaluate the student's psychosocial modes as related to readiness both academically and socially for the role of Registered Nurse. Students will assess their academic readiness by utilizing stimulated testing situations using national standardized nursing tests. They will assess their nursing skills and competencies by completing a competency checklist. Social readiness will be assessed by examining one's values, networking skills, transcultural awareness, employer expectations, financial resources and biculturalism as related to academics and practice. Students will assess the above environmental stimuli and evaluate their readiness for the practice of nursing as a beginning staff nurse. (S) 3(3-0)

**Revise course hours:**

NUR 1002 12(7-2-12)

NUR 1003 11(6-2-12)

NUR 1004 10(4-2-15)

**Page 92, Add:**

**PARALEGAL**

**LEX 101 Introduction to Paralegal Studies:** An introduction to the paralegal profession. Topics include legal terms and concepts, the role of the paralegal, ethics, job availability, certification, and professional organizations.

(Var.) 3(3-0)

**LEX 103 Legal Research and Writing I:** An introduction to the techniques of legal research and writing. Students will learn to locate and cite cases in federal and state reports, perform research using digests and statutory law and update



research using citators. Students will learn legal writing skills, including proper writing form, style, and the ability to express the results of their research clearly and effectively. Electronic research methods will be covered, and students will perform actual research assignments using these techniques. Prerequisite: LEX 101. (Var.) 4(3-3)

**LEX 104 Legal Research and Writing II:** This course is a continuation of LEX 103. Students will use federal and state cases and statutes, encyclopedias, periodicals, and other sources in researching more complex legal issues and preparing legal memoranda and case briefs. Analysis, interpretation, and thinking skills will be stressed. Prerequisite: LEX 103. (Var.) 4(3-3)

**LEX 106 Family Law:** This course involves the study of annulment, divorce, child custody and support, alimony, equitable distribution, adoption, and name changes. Emphasis is placed on interviewing clients and preparation of documents. Upon completion, students will be able to draft complaints, judgments, and other documents relating to the topics covered. Prerequisite: LEX 101. (Var.) 3(3-0)

**LEX 107 Civil Injuries:** This course combines a survey of traditional tort law with an overview of the evolving body of individual rights created by statute. Topics will include intentional and non-intentional torts, with emphasis on negligence. The course will also cover civil rights and discrimination law with emphasis on workplace issues and the role of the paralegal in dealing with these claims. Prerequisite: LEX 101. (Var.) 3(3-0)

**LEX 109 Administrative Law:** A study of the scope, authority and regulatory operations of various federal, state and local administrative agencies. Social security, environmental, and employment issues will be covered, among others. The role of the paralegal in working for administrative agencies will be discussed. Upon completion of this course, students will be able to assist attorneys dealing with various agencies. Prerequisite: LEX 101.(Var.) 3(3-0)

**LEX 111 Criminal Law and Procedure:** The course covers the definition and classification of crimes, including necessary elements, defenses, criminal justice concepts, constitutional issues, and the development of federal and state criminal statutes. Criminal procedure in federal and state courts will be discussed, and the role of the paralegal in assisting an attorney in preparing a criminal case for trial. Prerequisite: LEX 101. (Var.) 3(3-0)

**LEX 117 Business Organizations:** This course introduces the student to the creation, organization, operation and termination of proprietary, partnership, and corporate forms of business, including characteristics and tax consequences of each. Upon completion, students will be able to prepare corporate charters, by-laws and minutes, partnership agreements, and other necessary documents. Prerequisite: LEX 101. (Var.) 3(2-2)

**LEX 121 Civil Litigation I:** This course involves the study of the North Carolina and Federal Rules of Civil Procedure relating to complaints, answers, counterclaims, cross claims, third party practice, service of process and default judgments. Students who complete this course will be able to assist an attorney in drafting various pleadings, motions, orders, and discovery documents and in pre-trial preparation for civil actions. Prerequisite: LEX 104. (Var.) 3(2-2)

**LEX 122 Civil Litigation II:** This is a continuation of LEX 121. The emphasis is on the paralegal's role in assisting an attorney with discovery procedures, the trial of a civil case, and the appellate stage of litigation. Prerequisite: LEX 121. (Var.) 3(2-2)

**LEX 201 Evidence and Investigation:** An overview of procedures for civil and criminal investigation and the rules of evidence. Topics will include how to locate persons, communicate with and interview clients and witnesses, take statements, search public records, obtain medical and other records, obtain physical evidence and photographs, prepare trial exhibits, and assist in trial preparation generally. The student will learn how to develop and use form files and to maintain time and expense records related to evidence and investigation tasks. Prerequisite: LEX 111. (Var.) 4(3-2)

**LEX 210 Real Property I:** This course involves the study of land ownership and transfer, present and future interests, absolute and conditional transfers, retained powers and documents necessary to establish interests in land. Topics include various estates, fixtures, types of ownership, contracts, deeds, mortgages, liens, and recording. Upon completion, students will understand basic concepts of land ownership and transfer including requirements of deeds and recording statutes, and will be able to identify personalty, realty, and fixtures. Prerequisite: LEX 117. (Var.) 3(3-0)

**LEX 211 Real Property II:** The is course is a continuation of LEX 210. Students will receive instruction on the use of records in the office of the Register of Deeds, Clerk of Court, and Tax Administrator. Topics include

establishing the chain of title, checking conveyances, liens, taxes and assessments, writing the opinion, and preparing conventional and federally required closing documents. Upon completion, students will be able to trace the chain of title, identify all liens and encumbrances, prepare forms of closing and prepare drafts of title opinions and related documents. Prerequisite: LEX 210.  
(Var.) 5(3-4)

**LEX 212 Real Property III:** An overview of real estate transactions and closings. Topics include understanding closing instructions, preparation of closing documents and deeds of trust, and accounting for distribution of settlement proceeds. The course also includes communications with clients, lenders and office personnel, preparation of necessary documents, maintaining an office filing system, and state and federal laws pertaining to real estate closings. Prerequisite: LEX 211.  
(Var.) 3(2-2)

**LEX 215 Wills and Trusts:** This course includes a study of various types of wills and trusts, probate and estate administration, intestacy, contesting wills, small estates, taxation, testamentary trusts, and administration of estates. Upon completion, students will be able to draft and probate simple wills, prepare an interim and final accounting, compute death taxes and prepare inheritance tax returns, and administer estates and trusts. Prerequisite: LEX 210.  
(Var.) 3(2-2)

**LEX 216 Bankruptcy and Collections:** An overview of the law of bankruptcy from a debtor and creditor point of view, including Chapters 7, 11, and 13. Topics will also include collections, garnishment, attachment, claim and delivery, foreclosure, post judgment collection, and the drafting of collection letters. Students will also learn how to prepare bankruptcy and collection forms and maintain calendar controls. Prerequisite: LEX 121.  
(Var.) 3(3-0)

**LEX 230 Law Office Management:** A study of the organization of a law office. Topics include the use of office forms and form files, filing systems, billing and timekeeping systems, utilization of computer hardware and software used in word processing, legal research, and office management. Students will also learn about office procedures, calendar systems, library administration, and case management. Upon completion, students will be able to set up and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel. Prerequisite: LEX 104.  
(Var.) 3(2-2)

**LEX 235 Paralegal Seminar:** This is a capstone seminar and includes a review of major courses, guest speakers, employment search techniques, a research project, and discussion of paralegal certification. Prerequisite: A minimum of 50 credits earned in LEX courses. (Var.) 2(2-0)

**LEX 240 Legal Ethics and Professionalism:** This course must be taken during the student's last quarter. The course is an overview of legal ethics and the role of paralegals in the professional work environment. Upon completion, students should be able to explain the N.C. Unauthorized Practice of Law Statutes and how they apply to paralegals, the ABA Code of Professional Responsibility, the N.C. Canons of Ethics, and the code of ethics of the National Federation of Paralegal Associations and the National Association of Legal Assistants. Students will also be able to identify authority that can and cannot be delegated by the attorney and understand what constitutes proper supervision. Prerequisite: A minimum of 50 credits earned in LEX courses. (Var.) 3(3-0)

**Page 95, Add:**

**RED 90 Basic Reading:** This course is designed for students who score at 6.9 and below on the Reading portion of the placement test. Students will strengthen basic reading skills, including comprehension, vocabulary building, and word attack. Dictionary use and listening skills are also emphasized. The course utilizes individualized instruction and is designed to be a one quarter course, although more than one quarter may be needed for the student to achieve success. (F,W,S,SS) 5\*(5-0)

**Pages 96-97**

**Revise course hours:**

SPA 101	4(4-0)
SPA 102	4(4-0)
SPA 103	4(4-0)
SPA 151	4(4-0)
SPA 152	4(4-0)
SPA 153	4(4-0)

**Page 101**

**Revise Departments:**

Allied Health and Wellness.....	Wilma W. Harris
Business and Computer Technology.....	P. Eugene Talkington
Communications and Humanities.....	Sandra N. Boyce
Developmental Studies.....	Rhonda L. Watts
History, Social Sciences, and Public Services.....	Ronald R. Riccardo
Mathematics and Natural Sciences.....	Julian E. Aydlett, Jr.
Training and Career Education.....,.....	Stanley E. Nixon

**Page 107, Revise page number:**

Counseling and Guidance, 24





